



SEEDS

The OARDC Research Enhancement Competitive Grants Program

FY 2013
Request for Proposals



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OARDC Research Committee Members

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OARDC Mission Statement

The OARDC shall be the premiere institution committed to: safe healthy and affordable food and agricultural products; sustainable food and agricultural systems; strong rural and urban communities; stewardship of natural resources and the environment; keeping Ohio positioned favorably in a global economy.

Request for Submission of Research Proposals

This is an invitation to submit research proposals to SEEDS: The Ohio Agricultural Research and Development Center (OARDC) Research Enhancement Competitive Grants Program for fiscal year 2013.

OARDC employs nearly 650 scientists and staff members throughout the state, conducting research that benefits all Ohioans. OARDC's Wooster campus is one of the largest and most comprehensive agbioscience research facilities in the United States. The majority of OARDC scientists are affiliated with the College of Food, Agricultural, and Environmental Sciences (CFAES), but several are also located in the colleges of Education and Human Ecology, Veterinary Medicine, and Arts and Sciences. Research support is provided in three signature areas, which align with the OARDC/CFAES Signature Areas:

- **Advanced Bioenergy and Biobased Products**
- **Environmental Quality and Sustainability**
- **Food Security, Production, and Human Health**

For more information, see the CFAES Strategic Plan at <http://cfaes.osu.edu/about-us/>.

Funds from SEEDS are to be used to explore creative ideas and to initiate novel research programs that are attractive to external sponsors and are consistent with the mission of OARDC. By providing seed money to develop the necessary preliminary data for a strong extramural grant application or by matching funds to leverage additional external funding, SEEDS has proved to be a valuable program for scientists in the College of Food, Agricultural, and Environmental Sciences.

SEEDS awards are intended to accomplish the following objectives:

- Enhance and encourage creative and innovative research.
- Increase the competitiveness of scientists in extramural grant programs.
- Encourage partnerships with industry and other stakeholders.
- Encourage the development of interdisciplinary teams.
- Encourage international collaborations.
- Support the exploration of enterprises that are potentially new to Ohio.

All faculty in the College of Food, Agricultural, and Environmental Sciences with OARDC and non-OARDC appointments (this includes salaried and courtesy appointments, but not adjunct appointments), who have permission to act as a Principal Investigator, are eligible to apply to this Request for Proposal. Requirements to serve as a Principal Investigator can be found at Ohio State's Office of Research website and section 2 of this RFP.

All questions relating to SEEDS funding opportunities should be referred to:

SEEDS Program Coordinator
Lori Kaser
OARDC Director's Office
The Ohio State University
1680 Madison Avenue
Wooster, OH 44691-4096
330-263-3647

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2120 Fyffe Road
Columbus, OH 43210-1066

seeds@osu.edu

<http://www.oardc.ohio-state.edu/seeds/>

Section 1: Grant Competition Categories and Application Types

1.1 Seed Grant Competition (maximum of \$50,000 per award)

The purpose of the Seed Grant Competition is to stimulate new and innovative research and to generate preliminary data needed to prepare a competitive research proposal for submission to a federal agency or major foundation to secure extramural funding for continuation of the research. No external match is required, but a strategy for acquiring future external funding must be documented.

Investigators must convince the Research Committee that the proposed work represents a substantial shift in research focus and/or development of new methods of research. Proposed research should therefore substantially increase the competitiveness of the proposing investigator(s) to obtain new extramural funds. The relationship between the proposed study, previous research, and existing work should be very clear. The program rewards proposals that develop new methods or that explore new, substantive areas of research.

1.2 Interdisciplinary Team Research Competition (maximum of \$100,000 per award)

The purpose of the Interdisciplinary Team Research Competition is to stimulate either totally new collaborative partnerships among faculty or to build on existing programs of excellence through development of new avenues of research in emerging areas that are central to the mission of the College of Food, Agricultural, and Environmental Sciences.

To be eligible, grant applications must include a minimum of three investigators and at least two different academic units. Increased weight will be given to intercollegiate teams; to teams that integrate the social, biological, and physical sciences; and to mentoring partnerships that provide significant opportunities for junior investigators to combine their unique expertise with the program of senior investigators. It is expected that this competition will encourage the development of new scholarly teams among faculty from diverse disciplines.

Interdisciplinary proposals should clearly delineate the role of each investigator.

No match is required, but the potential for acquiring future funding will be considered when the proposal is evaluated. Please note that the proposal must include a specific plan for acquiring future funding and must identify what further work will be performed with those funds.

1.3 AgBioScience Discovery to Market Competition

The purpose of the AgBioScience Discovery to Market Competition is to accelerate the development and commercialization of technologies in Ohio by providing faculty with support for proof of concept, prototype development, formulation, validation, new product design, and manufacturing for inventions originating in the College of Food, Agricultural, and Environmental Sciences.

Projects funded under this competition are likely to include:

- Prototype design, formulation, software development, assembly, testing, redesign, and manufacturing
- Market testing and consumer validation
- Proven technologies moving to market

In the proposal the investigator should explain the unique nature of the Intellectual Property and a development plan with milestones and timing. Consideration will be given for projects that have a clear IP strategy, and/or have current commercial projects with the Technology Commercialization Office (TCO). Applications are limited to 6 pages.

1.4 Matching Grant Competition (maximum of \$50,000 per award)

The Matching Grant Competition is held two times each grant year. The first deadline is October 15, 2012; and the second is March 14, 2013.

The purpose of the Matching Grant Competition is to initiate **new projects** in collaboration with industry and nonprofit foundations or other nontraditional sources of funding. Proposals should clearly explain the collaboration, and a letter of support from the external collaborator is strongly recommended. The strength of commitment from the partner will be considered during the review process.

The proposal must clearly document a strategy for acquiring external funding.

1.5 Industry Small Grant Competition (maximum of \$6,000 per award)

The Industry Small Grant Competition is held two times each grant year. The first deadline is October 15, 2012; and the second is March 14, 2013.

The purpose of the Industry Small Grant Competition is to initiate projects in collaboration with industry and nonprofit foundations. Although new partnerships with industry are encouraged, established partnerships are acceptable. The Industry Small Grant Competition is held two times each grant year.

Proposals must identify the industry partner or nonprofit foundation that will partner in the project. Evidence must be provided of the industry partner's or nonprofit foundation's interest (i.e. letter of collaboration) or evidence that a grant application has been submitted to the industry partner or nonprofit foundation grants program.

1.6 Agency External Competitive Grant Matches (maximum of \$25,000)

The purpose of the Agency External Competitive Grant Competition is to provide matching funds to approved competitive grants programs that require a match. A request for matching funds may be submitted at any time throughout the year. Approval will be on a case-by-case basis for as long as funds are available. There is no limit to the number of requests that can be made in this category.

To apply for an Agency External Competitive Grant Match, the items listed here must be submitted to the SEEDS Coordinator at least one week prior to the submission deadline established by the external agency for the competition.

- A copy of the request for proposals that indicates that a match is required.
- A copy of the proposal cover page (this can be a draft).
- An abstract of the project.
- A copy of the entire project budget (including matching funds).

If the request is approved, OARDC will provide a letter of support for inclusion in the proposal. Matching funds will be provided only if the proposal receives external funding. In order to receive the SEEDS match, the investigator must provide an Office of Sponsored Programs project number to the SEEDS Coordinator.

1.7 Graduate and Director's Undergraduate Research Programs

SEEDS funding is available to the Graduate Research Program and the Director's Undergraduate Research Program in the amounts of \$75,000 and \$12,000, respectively. For additional information on these programs, go to the SEEDS website at: <http://www.oardc.ohio-state.edu/seeds/>.

1.8 International Collaboration

While there is no specific competition for international collaborations, such collaborations often strengthen proposals and are encouraged. Proposals with an international component will be strengthened if they include a letter of intent from the collaborating country/ies indicating its/their support in the section on Collaborative Arrangements and/or Matching Funding Plan and Strategy for Acquiring Future Funding. Proposals must also be able to relate to the SEEDS Program objectives.

1.9 Funds Available in Each Grant Category

The amount of funds available in each category will depend on the funding OARDC receives from the Ohio Legislature and on the number and quality of proposals received in each category.

ANTICIPATED DISTRIBUTION OF FUNDS	
Category	Funding
Seed Grant	\$400,000–\$600,000
Interdisciplinary	\$400,000–\$600,000
Matching	\$100,000–\$200,000
Industry Small	\$60,000
Agency External	\$40,000–\$200,000
AgBioScience Discovery to Market	\$50,000–\$100,000
Graduate	\$75,000
Undergraduate	\$12,000

1.10 Application Types

Applications to each of the above categories may be new or resubmissions of previous proposals. The following restrictions apply to each.

- (1) **NEW APPLICATION.** This is a project application that has not been previously submitted to SEEDS. It must meet the requirements of the category to which it is submitted and it must follow the format requirements described below for consideration and review.
- (2) **RESUBMITTED APPLICATION.** This is an application that had previously been submitted to any SEEDS panel but not funded. Applications with substantive similarities to a prior, unsuccessful application should be presented as a resubmission. In addition to the requirements stated for new applications, the Principal Investigator must respond to the previous review panel summary for consideration of funding. The Resubmission response is limited to 2 pages, and should be placed after the cover page.

Section 2: Eligibility, Submission Requirements, and Rules of Submission

2.1 Eligibility

How many grants can one investigator serve on?

SEEDS COMPETITION: An investigator may be named on one active Seed Grant at any given time.

INTERDISCIPLINARY COMPETITION: An investigator may be named on two active Interdisciplinary Team Research projects at any given time — with no more than one listing as the project leader.

MATCHING COMPETITION: An investigator may be named on one active Matching Grant project at a time.

INDUSTRY SMALL COMPETITION: An investigator may be named on up to three active Industry Small Grant projects at any given time.

AGBIOSCIENCE DISCOVERY TO MARKET: An investigator may be named on one active AgBioScience Discovery to Market grant at any given time.

Any project that has not submitted a final report is considered to be active. Proposals may be submitted if an active project has an end date before the end of the fiscal year of the current competition (i.e. June 30, 2013). If reporting obligations are not met on time, new awards may be forfeited.

2.2 Deadlines

Deadlines and other scheduled activities for fiscal year 2013 (July 1, 2012 to June 30, 2013) are listed in the following table. Proposals not received by the submission deadline will be automatically eliminated from consideration.

DEADLINES FOR FISCAL YEAR 2013	
All proposals are due by 5:00 p.m. on the deadline date. No exceptions.	
Date	Activity
October 15, 2012	All proposals due except Round 2 and 3 of Matching and Industry Small Grants.
March 14, 2013	Proposals for Round 2 of Matching and Industry Small due.

2.3 Submission Process

All proposals are to be submitted online through the SEEDS website. The online submission process automatically closes at 5:00 p.m. on the deadline date. Proposals received after 5:00 p.m. will be rejected. Portions of a proposal will not be accepted after the stated deadline. Faxed or e-mailed submissions are unacceptable and will be automatically disqualified.

Give yourself ample time to submit, as you will need to complete the initial registration screens to submit the application.

Online submission requires that you prepare your proposal as a PDF file. Once your proposal is prepared as a PDF file, simply go to the website, click on proposal submission, and follow the submission instructions. It is strongly recommended that **you check your work prior to submitting your proposal.**

The screen that appears after you click on the submit button is your receipt. The receipt will provide you with the number of your proposal and the date and time of receipt. It is suggested that you print this receipt. The submitting investigator will also receive an e-mail receipt. If you experience any problems or have any questions, please contact the SEEDS Program Coordinator.

2.4 Proposal Format and Required Content

All proposals should be set to print on standard 8.5 by 11-inch paper. All margins must be at least 1 inch. Type size must be 12 point font or larger with no more than 6 lines per inch. All pages except the cover page should be numbered at the bottom center of the page; this includes pages that are not part of the page limitations.

Note: Margins and 12 point font size must be consistent throughout each required section of the proposal. Proposals not meeting the formatting guidelines will be dismissed from the competition without review.

A sample cover page in the [required format](#) as well as forms for budgets, current and pending support, and conflict of interest are available at: <http://www.oardc.ohio-state.edu/seeds/>. Alternatively, you may use the current and pending support and conflict of interest forms used by USDA/NIFA.

Page limits apply to the **Project Narrative** (refer to Section D). Tables and figures are to be included within the page limitations. Tables and figures should be at least 12 point font.

Proposals not received by the submission deadline or proposals that exceed the page limits will be automatically eliminated from consideration, as will any proposal submitted with an investigator who has outstanding reporting obligations.

A. Cover Page

The following information must be listed on the cover page. The cover page is limited to one page.

- Grant Category/Competition being applied to.
- Indication of whether the proposal is a new submission or a resubmission. A proposal is considered a resubmission even if it was previously submitted to a different category.
- Project title.
- Investigator details, including a complete campus address, telephone and fax numbers, and e-mail address for each investigator. A contact investigator must be identified. The contact investigator will have overall responsibility for the project, including submission of reports.
- Names, titles, and affiliations of any collaborators.
- Anticipated start date and duration of project.
- Amount of OARDC funds being requested.
- Brief lay summary consisting of 250 words or less to explain the purpose, relevance, and expected outcome of the proposed study. The summary should highlight the potential impact or benefits of the research and should be written to be understood by the average reader. Note: Proposals that contain a lay summary of more than 250 words may be dismissed from the competition.

B. Resubmission Response, If Applicable

It should be made clear on the cover page when the proposal is a resubmission. A submission to a new category is considered a resubmission (e.g. last year the proposal was submitted to the SEEDS category;

this year the same proposal is being submitted to the Matching Grant category). All reviews are kept on file and may be referred to by members of the Research Committee or the review panel.

A resubmission response must be included and is limited to 2 pages. The response should follow the cover page.

C. Table of Contents

Each proposal must contain a table of contents. Number all pages (including those outside the page limitations) of the proposal and provide the page numbers for each section.

D. Project Narrative

PAGE LIMITS FOR PROJECT NARRATIVE	
Competition	Maximum Number of Pages
Seed	10
AgBioScience Discovery	6
Interdisciplinary	18
Matching	10
Industry Small	5

Each project narrative must contain the following components and be labeled as such:

1. OBJECTIVES

- Include a clear statement of the objectives of the proposed study, including hypotheses to be tested or specific research questions to be addressed and/or any products to be developed.

2. RATIONALE AND SIGNIFICANCE

- Concisely present the rationale behind the proposed research.
- State the agricultural, food, or environmental issues addressed by the research (such as production efficiency, economic viability, social impacts, and/or environmental quality) and identify how the citizens of Ohio might benefit from this research.
- Describe the probable end products of the study and their significance. The current status of research and the most significant published work in this field should be summarized, including the work of the investigator/s.
- Describe any innovative features or unique combinations of expertise of the investigators involved in the proposed project, particularly for interdisciplinary proposals. The relationship of this research to the program or programs of the investigator/s and how it differs from current or pending projects should be carefully explained.

3. APPROACH

The activities proposed or problems being addressed must be clearly stated and the approaches applied are to be clearly described. Specifically, this section must include:

- a. A description of the activities proposed and the sequence in which the activities are to be performed.
- b. Methods to be used in carrying out the proposed project, including the feasibility of the methods.
- c. Expected outcomes.
- d. Means by which results will be analyzed, assessed, or interpreted.
- e. How results or products will be used.
- f. Pitfalls that may be encountered.
- g. Limitations to proposed procedures.
- h. Means of applying results or accomplishing technology transfer, where appropriate.
- i. A schedule of activities.
- j. Clearly describe the roles and responsibilities of each person named as an Investigator or Key Person and include the amount of time each investigator and Key Person will be contributing to the project.

E. References

All works cited in the text should be referenced in this section of the application. All references must be complete; include titles and all co-authors; conform to an acceptable journal format. There is no page limit to the references section.

F. Signature Areas

OARDC/CFAES has identified three signature areas that align Ohio's highest needs with the Center's greatest strengths. By focusing on areas of research excellence and strategic importance, OARDC has directed its resources to advance knowledge and generate economic development opportunities for the people of Ohio and beyond.

Applicants will need to explain how their project aligns with one of the three signature areas. This section is limited to one page.

- **ADVANCED BIOENERGY AND BIOBASED PRODUCTS:** The signature area focuses on developing biomass-based advanced energy technologies and value-added biobased products such as fuels, specialty chemicals, and fiber products.
- **ENVIRONMENTAL QUALITY AND SUSTAINABILITY:** Work in this signature area seeks to understand, protect, and remediate the environment and ecosystems to ensure long-term sustainability. At the core of this effort is the realization that sustaining population and economic growth must be balanced with the preservation of natural resources and environmental assets.
- **FOOD SECURITY, PRODUCTION, AND HUMAN HEALTH:** This signature area focuses on improving agricultural production; enhancing the quality of food and feed; ensuring an adequate, affordable, and safe food supply; and maintaining agrosecurity to ensure food security and the basics of nutritional health for a growing global population.

Within these signature areas, OARDC has put in place numerous centers, programs, and initiatives designed

to foster multidisciplinary and interdisciplinary research, collaborative R&D with industry, and translational science programs to move discoveries from basic and applied labs into demonstration and piloting programs. For more information, visit the CFAES Strategic Plan at <http://cfaes.osu.edu/about-us/>.

G. Collaborative Arrangements

Any collaboration or contractual arrangement with other organizations or personnel associated with other organizations must be identified and explained in this section. Include any letters of intent from potential sponsors or collaborating institutes at the end of the proposal. Collaborative arrangements should be germane to the proposed work; excessive letters of support will be disregarded.

H. Strategy for Acquiring Future Funding

All proposals must provide details on how they plan to seek extramural funding related to work outlined in the proposal.

I. Previous SEEDS Funding

Each investigator and co-investigator on a proposal who has received SEEDS support and has completed these projects within the past five years is required to supply information on the results from that prior funding. This information will be used in the review of the proposal and is limited to a maximum length of one page per award.

For each award, list the SEEDS category, period of support, title of the project, summary of the results of the completed work, the long-term effects of these results, and any publications or additional funding received as a result of the project. If additional funding has not been acquired, provide evidence that application was made for external funding based on the data generated from the SEEDS project (e.g. provide the title of the follow-up proposal, the name of the external funding source/opportunity that was applied to, and the date submitted and/or refused). It should be clearly described how the past SEEDS funding was used to pursue extramural funding and the results of those efforts.

J. Matching Funds

For those projects requiring matching funds, details must be provided on how and when the matching funds will be acquired. Signed letters of commitment from the matching partner that are germane to the project may be submitted at the end of the application. A matching budget and budget narrative must be included with the proposal. The nature of the match must be clearly stated in the proposal and noted in the budget narrative.

Funded proposals in the Industry Small and Matching Grants categories are required to obtain a dollar-for-dollar match. Funds from competitive grant programs of government agencies are not eligible matches. In-kind matches of time will not be considered. However, equipment, supplies, and laboratory analyses will be considered on a case-by-case basis with appropriate documentation. No SEEDS dollars will be released without proof of a match, a shipping invoice in the case of in-kind matches, a copy of a check, or an OSP project number.

Matching funds must come from an external partner (i.e. industry collaborator, nonprofit organization). No Ohio State University dollars may be used as matching funds. Faculty salaries and employees of The Ohio State University cannot be used to meet the matching requirements. Tuition and fees cannot be used to meet the matching requirement.

External matching funds must be obtained within four months of the OARDC award date. External funds received prior to July 1, 2012, are not eligible to be used as a match.

K. Curriculum Vitae

Curriculum vitae (CV) are required for all investigators. CVs for collaborators are not needed or requested. The CV should be no longer than 3 pages, excluding publications. The information listed here must be included:

- Education.
- Employment and professional history.
- Honors and awards.
- Selected recent or relevant publications within the past four years.

L. Current and Pending Support

All proposals must include an updated current and pending research support form for each investigator. Include public or private support as well as the proposed project. A form is available on the SEEDS website. The current and pending form should be recent and include this SEEDS proposal as pending.

M. Budget

Use the format provided on the SEEDS website at: www.oardc.ohio-state.edu/seeds/. A separate budget form should be submitted for each individual unit/department that will be receiving OARDC funds; this is particularly important for Interdisciplinary proposals as it reflects the interdisciplinary nature of the project. Collaborators may not receive direct funding.

Tuition and fees do not need to be included for students enrolled in the College of Food, Agricultural, and Environmental Sciences as they will be paid from separate funds; however, you must indicate the number of semesters for tuition and fees you are requesting in the budget narrative.

A separate budget showing anticipated matching funds and how they will be spent should also be included for proposals requiring a match.

Projects should be completed within two years.

N. Budget Narrative

- Provide a detailed summary describing the equipment that will be purchased, the type of personnel (graduate students, post docs, technicians, etc.) needed, as well as the role of these personnel. Include salaries and wages, fringe benefits, materials and supplies, travel, publication costs, rental fees, etc.
- If graduate students are requested, clearly indicate the number of semesters the student(s) will be working. Tuition and fees do not need to be included for students enrolled in the College of Food, Agricultural, and Environmental Sciences but the number of semesters needed must be indicated in the narrative as well as on the budget form.
- Students outside the College of Food, Agricultural, and Environmental Sciences may be part of a project, but tuition and fees need to be budgeted or paid from another source.
- Explain other expenditures that will be supported by the requested funds.
- Faculty salaries may not be included in the budget.
- If international travel is requested, please explain major expenditures, airfare, auto rental, etc.

- Your budget sheet and budget justification should add up to the same amount.
- For the Matching and Industry Small Grant Competitions the budget narrative should address the matching funds, with the same level of detail as the requested SEEDS funds.
- **The SEEDS Program does not pay indirect costs on projects.**

O. Service as an Investigator

All faculty in the College of Food, Agricultural, and Environmental Sciences (CFAES) are eligible to submit a proposal. Other researchers in CFAES with OARDC appointments are eligible to submit a proposal, provided they have permission to serve as a Principal Investigator as outlined by The Ohio State University Office of Research.

Faculty in the Colleges of Human Ecology, Biological Sciences, and Veterinary Medicine and all other Ohio State academic units may also receive SEEDS funding provided the investigator initiating the proposal has a CFAES or OARDC appointment. The initiating investigator must also be identified as the contact investigator and will have overall responsibility for the project.

Investigators who do not have the titles listed below must have a letter of exception from the Office of Research indicating that they are eligible to serve as an investigator or co-investigator. A scanned copy of the letter is acceptable. Please refer to the Office of Research website at <http://research.osu.edu> for further information on investigator eligibility.

- Professor, Associate Professor, Assistant Professor, Senior Research Scientist, Assistant Director, Associate Director, Director
- An adjunct professor is not eligible to serve as the Principal Investigator under the SEEDS program.

Graduate students, post-doctoral trainees, and persons outside The Ohio State University should be designated as collaborators on projects and not be listed as investigators. Collaborators may be listed on an unlimited number of proposals.

P. Conflict of Interest

A conflict of interest form must be submitted for each investigator.

For each senior/key person, list alphabetically by last name (and with last name first), the full names of individuals in the following categories and mark each category that applies with an "x". It is suggested that the investigator use the USDA/NIFA Conflict of Interest Form.

- All thesis or postdoctoral advisees/advisors.
- All co-authors on publications within the past three years, including pending publications and submissions.
- All collaborators on projects within the past three years, including current and planned collaborations.
- All persons in your field with whom you have had a consulting/financial arrangement/other conflict-of-interest in the past three years including receiving compensation of any type (e.g. money, goods, or services).

Q. List of Potential Reviewers (not required for Industry Small and AgBioScience Discovery to Market Competitions)

To assist the committee in ensuring the equitable review of all proposals, please list the name, affiliation, full street address, city, state, zip code, telephone numbers, and e-mail address of four reviewers who, in your opinion, are qualified to review your proposal. These reviewers should not have a significant conflict of interest, such as being an investigator or author with any investigator named on this project within the past three years, or someone applying to the same SEEDS category. Reviewers are contacted via e-mail and asked to submit their comments online through the SEEDS website.

No member of the OARDC Research Committee or of your academic unit may be listed as a reviewer. At least two of the suggested reviewers must be from outside of The Ohio State University community.

Note: It is important to contact your reviewers prior to submitting your proposal to ensure that they are available, have the time, do not have a conflict, and are willing to provide a review within a fairly short period of time. A lack of reviews may adversely influence the rating of your proposal by the panel.

R. Discovery Themes at The Ohio State University

Applicants will be required to assign their project into one of the university's three discovery themes of Health and Wellness, Food Production and Security, and Energy and Environment, at the time of application. These themes are based on special, broad, and deep expertise across the university. Through these discovery themes, Ohio State will focus its resources and activities on finding durable solutions to issues of global as well as regional importance. The discovery themes are essential elements of Ohio State's strategic planning and will shape much of the daily work carried out in our four core goal areas of high-value teaching and learning, research and innovation, outreach and engagement, and resource stewardship.

Section 3: Review, Grant Awards, and Post-Award Administration

3.1 Application Review Requirements

Each application will be evaluated in a two-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in the RFP. Second, applications that meet those requirements will be technically evaluated by the review panel.

All properly prepared proposals will be evaluated by a review panel comprised of members of the OARDC Research Committee assigned by the OARDC Director. Because of the interdisciplinary nature of the Research Committee, it is unlikely that any one panel member is an expert in the field of any given proposal. It is the responsibility of the investigator to write the proposal in language the panel can understand even if the research is outside the panel's areas of expertise. It is recommended that the author limit the use of jargon and acronyms. The review panel will make recommendations for funding to the Research Committee who will make final recommendations to the OARDC Director's Office.

Ad-hoc internal and external reviewers will be appointed as needed at the discretion of the OARDC Director's Office.

Panels evaluate proposals based on innovation, interdisciplinary integration in the project objectives (for the Interdisciplinary Grants in particular), scientific merit, the evaluations of reviewers, and their own reviews and discussions.

3.2 Evaluation Criteria

Reviewers and review panels are directed to consider the questions listed here during review of the proposals.

Reviewers are asked to provide evaluations that will be useful to both review panels and investigators, to facilitate evaluation and enhance the likelihood of successful funding from external sources. Specifically, reviewers are asked to answer the following questions:

- Is the proposed research creative, innovative, and inventive?
- Does the proposed project address problems of importance to Ohio's agricultural and food industries and/or the environment?
- Will the proposed research be likely to produce tangible results within a two-year period and does it have the potential to generate competitive external funding for continued support?
- If the proposal is a resubmission, have the authors addressed the recommendations of the reviews of the previous submission?

Reviewers are also requested to list the proposal strengths and weaknesses and provide an overall evaluation ranging from excellent to poor.

3.3 Grant Awards

Within the limits of available funds, awards will be made to applicants whose proposals are judged most meritorious under the evaluation criteria and procedures defined by the SEEDS Program. The OARDC Research Committee will recommend to the Director's Office the distribution of funds among the funding categories, which proposals should be funded, and any conditions that might pertain to the award of funds to each of the selected projects.

OARDC funds will be made available within three to six weeks of the date on the award notification. It is expected that projects will be initiated within three months of the award notification.

Although investigators may apply for new grants while another grant/s is/are active, the active grant/s must be completed by the end of the fiscal year prior to new funds being released. If the active grant/s require/s an extension of time or is/are not completed and a final report is not received by the time specified, the new award will be forfeited.

Funds for projects in the Matching and Industry Small Grant categories will be made available within three to six weeks after the Director's Office has received documentation of an acceptable match. Checks provided by industry or private partners for matches should be given to the departmental fiscal officer to deposit into an appropriate account (OSP, Development, Departmental, etc.). It is preferable to work with OSP when obtaining industry funding. A copy of the check with a notation indicating the institutional account number into which the check was deposited, the name of the contact investigator, and the proposal identification number will be sufficient for verification and should be e-mailed as a PDF to the SEEDS Coordinator. It is the responsibility of the investigator/s to comply with all existing Ohio State University policies and guidelines regarding the use of human subjects, animal welfare, conflict of interest, hazardous materials, etc. In addition, it is the responsibility of the investigator/s to work with the Technology Commercialization Office (TCO) on matters pertaining to intellectual property (see Section 3, Part 3.5 Intellectual Property).

3.4 Post-Award Administration

Grantees will be required to ensure that all funds are expended according to the approved overall budget, but with flexibility within budget categories. Authorization to make changes in approved project plans, budget, or period of support can only be granted by the Director through the SEEDS Program Coordinator.

An annual report of progress and accomplishments is required and is due one year following initiation of the grant project. Year-Two funds will not be released until an annual report is received. A final project report is due 30 days

after the end date of the project. A 90-day period to bring accounts to a zero balance will be allowed.

Reminders will be sent to contact investigators along with instructions as to when reports are due. Reports are to be filed online at: <http://www.oardc.ohio-state.edu/seeds/>. Because of the nature of the competitive grants programs and peer-reviewed publications, the Director's Office may contact investigators periodically to inquire about additional funding or publications that may have resulted from the initial study.

The submission of annual and final reports on a timely basis is absolutely critical to our accountability process and directly impacts our capacity to receive further funding for this program.

Any investigator with an outstanding annual or final report will be automatically disqualified from all competition and further funding until reporting obligations are met. Departments of investigators will be held responsible for any expenditures beyond the approved budget. The best policy is to keep track of your funding and not overspend. **Any funds remaining after the end of the project will be transferred back to the OARDC fiscal office 90 days after the final report has been received.**

3.5 Intellectual Property

Ohio State faculty and research scientists working on a grant must submit disclosures of discoveries, inventions, designs, works of authorship (including computer software), mask works, and other intellectual property to the Technology Commercialization Office (TCO) office. All such inventions conceived or first actually reduced to practice in the course of a project by Ohio State faculty and research scientists will be owned by The Ohio State University.

Inventions made jointly with the industrial partner will be jointly owned. Ohio State will collaborate with the industrial partner to create an option agreement for the partner to obtain a royalty-bearing exclusive license to the invention.

Questions about intellectual property developed under this program should be directed to the Technology Commercialization Office (TCO) (<http://tco.osu.edu>).

3.6 Acknowledgments

All publications and posters resulting from work done using OARDC SEEDS funding are required to include the following acknowledgment: "Salaries and research support provided by state and federal funds appropriated to The Ohio State University, Ohio Agricultural Research and Development Center."

3.7 Frequently Asked Questions

PROPOSAL PREPARATION

Q. If my proposal is over the page limit, would it be disqualified from the competition?

A: Yes, proposals exceeding the page limits would be disqualified from the competition.

Q. If I forget to include a form (CV, Conflict of Interest, Current & Pending, etc.) would my application be disqualified?

A: Yes, this would be considered an incomplete application and would be disqualified from the competition.

Q. What if I forget information with my application? Can I submit those items?

A. Items will be accepted up until the deadline date and time. Any items received after the deadline date and time will be disregarded.

Q. What if I do not address a required section of the proposal, such as the “Strategy for Acquiring Future Funding?”

A. The proposal would be disqualified for failing to respond to all required sections in the SEEDS Request for Proposal.

Q. How long can the abstract be?

A. The abstract is limited to 250 words. Proposals containing abstracts with more than 250 words would be disqualified from the competition.

PROPOSAL DEADLINES

Q. Will my proposal be accepted if I submit it after 5:00 p.m. on the deadline date?

A. Proposals received after the deadline date and time will be disqualified from the competition. We encourage you not to wait until 4:59 p.m. to submit the proposal that is due at 5:00 p.m. The system automatically closes at 5:00 p.m. Late proposals will be rejected.

Q. Can I e-mail my proposal for consideration?

A. E-mailed proposals will not be accepted, with the exception of the Agency Competition. Proposals must be uploaded to the SEEDS website.

BUDGETING

Q. Can I charge my salary to the grant?

A. No, Faculty/Investigator salary cannot be charged to SEEDS.

Q. Does SEEDS pay indirect costs?

A. No, the SEEDS program does not pay indirect costs.

Q. If I have students enrolled in a college other than CFAES can their tuition and fees be paid for?

A. Tuition and fees for students are only covered for those enrolled in the College of Food, Agricultural, and Environmental Sciences.

ELIGIBILITY

Q. If I have a late final report, will my new proposal be funded?

A. No, any investigator with outstanding annual or final reports will be automatically disqualified from competition until reporting obligations are met. Any project that has not submitted a final report is considered to be active. Proposals may be submitted if an active project has an end date before the end of the fiscal year of the current competition (i.e. June 30, 2013). If reporting obligations are not met on time, new awards may be forfeited.

Q. If one of my co-investigators has a past due final report on another project will my proposal be funded?

A. No, any investigator with outstanding annual or final reports will be automatically disqualified from competition until reporting obligations are met. Any project that has not submitted a final report is considered to be active. Proposals may be submitted if an active project has an end date before the end of the fiscal year of the current competition (i.e. June 30, 2013). If reporting obligations are not met on time, new awards may be forfeited.

Q. Do all investigators need to be members of The Ohio State University?

A. All investigators listed on the cover page must have Investigator or Co-Investigator status through The Ohio State University.

Q. Are some investigators really collaborators?

- A. *Graduate students, post-doctoral trainees, adjunct professors, other non-faculty, persons outside the university, and faculty members who are taking part in the study in the role of an advisor or a consultant should be named as collaborators.*

Q. How many grants can one investigator or co-investigator serve on?

- A. *SEEDS Competition: An investigator may be named on one active Seed Grant at any given time.*

Interdisciplinary Competition: An investigator may be named on two active Interdisciplinary Team Research projects at any given time – with no more than one listing as the project leader.

Matching Competition: An investigator may be named on one active Matching Grant project at a time.

Industry Small Competition: An investigator may be named on up to three active Industry Small Grant projects at any given time.

AgBioScience Discovery to Market Competition: An investigator may be named on one active AgBioScience Discovery to Market grant at any given time.

Q. If this application is recommended for funding but the lead investigator or a co-investigator is already listed on the maximum number of grants will the proposal be funded?

- A. *If the lead investigator or the co-investigator exceeds the maximum grants allowed, the new funding will not be released and may be forfeited.*

3.8 Proposal Checklist (see opposite page for list)

3.9 Questions/Contact Information

All questions relating to the SEEDS funding opportunities should be referred to the Grant Development Support Unit.

Lori Kaser
Grant Development Support Unit
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Ohio Agricultural Research and Development Center
1680 Madison Avenue
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PROPOSAL CHECKLIST

Item		Special Instructions
A	Cover Page	Limited to one page.
B	Resubmission Response	If applicable, limited to two pages.
C	Table of Contents	Each proposal must contain a table of contents.
D	Project Narrative	Project narrative must contain (1) Objective, (2) Rational & Significance, (3) Approach.
E	References	This section is not counted toward the overall page limit.
F	Signature Areas	Limited to one page.
G	Collaborative Arrangements	Limited to one page. Include any letters of intent from potential sponsors or collaborating partners.
H	Strategy for Acquiring Future Funding	Applicants must outline the plan to seek extramural funding relating to the work outlined in the proposal.
I	Previous SEEDS Funding	Each investigator who has received SEEDS support and has completed these projects within the past five years is required to supply information on the results from that prior funding.
J	Matching Funds	For those projects requesting matching funds, details must be provided on how the matching funds will be acquired.
K	Curriculum Vitae for Each Investigator	Three pages maximum per investigator, excluding publications.
L	Current and Pending Support Form/s	Must be submitted for each investigator.
M	Budget	Provide a separate budget for each individual unit/department.
N	Budget Narrative	
O	Principal Investigator Status	
P	Conflict of Interest Form/s	Must be submitted for each investigator.
Q	List of Potential Reviewers	Include affiliations, complete street addresses, city, state, and zip codes, as well as phone and fax numbers and e-mail addresses of four potential reviewers . External reviewers not required for Industry Small or AgBioScience Discovery to Market Competition applications.

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